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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support
Deputy to the DCI for National Intelligence
Programs Evaluation
Director of National Estimates
General Counsel
Inspector General
Legislative Counsel

SUBJECT : . Response to Requests for Agency Officials as
Guest Speakers

25X1

1. It recently came to my attention that some Agency speakers are being provided without preliminary and careful compliance with the provisions of [redacted] This Regulation requires that all requests for Agency speakers be forwarded to the Director of Training, who is responsible for coordinating the response with the appropriate Deputy Directors or Heads of Independent Offices and, in certain instances, with the Executive Director-Comptroller.

2. I ask each of you to assist the Director of Training in discharging his responsibilities by personally satisfying yourself that the speaker to be provided is well qualified to deal with the subject matter and has the capacity to represent the Agency favorably. If a qualified speaker is unavailable, we should not hesitate to decline the invitation. I suggest you require supervisors to read [redacted] and hope you will take any additional steps you deem appropriate to ensure you are complying with its provisions.

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[redacted]

L. K. White
Executive Director-Comptroller

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cc: Asst to DCI
DTR
D/S
D/PPB

GROUP 1
Excluded from automatic
downgrading and
declassification